

**MINUTES
VILLAGE OF LAKEPARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION**

7 PM

APRIL 11, 2017

ATTENDING: Mayor David Cleveland
Mayor Pro-Tem Sandy Coughlin
Council Members: Pam Jack, James Record and Fabian Szarko
Finance Officer Cheryl Bennett
Village Administrator Cheri Clark
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the April 11, 2017 Regular Session Council meeting to order.

INVOCATION: James Record gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: Sean Lowther shared his concerns about the bank of Lake Charles on the fishing pier side that is sloughing away. In 2009, the residential side of Lake Charles was graded, and fabric and rip rap were installed to stabilize the bank. Eight years later, the other side needs to be addressed and put into the maintenance cycle.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the March 14, 2017 Regular Session Council minutes as presented. Pam Jack seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Sandy Coughlin made the motion to adopt the April 11, 2017 Council Meeting Agenda as presented. James Record seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Rucker shared that there were 64 calls for service in March and 275 self-initiated calls. There were 3 alarm calls, 3 juvenile complaints, 3 disturbance or nuisance, 1 noise complaint, 6 suspicious vehicles and 10 traffic stops.

Mayor David Cleveland shared that the Village is continuing to look at the Parking Ordinance. Attorney Ken Swain is reviewing the language of the ordinance in reference to warnings, citations and deputy discretion. Sandy Coughlin made the motion to approve changing the ordinance language to allow for deputy discretion concerning warnings and citations. Pam Jack seconded the motion. Vote – Unanimous.

VOLP FIVE YEAR DEVELOPMENT PLAN: Mayor David Cleveland shared that he found the Five Year Development Plan findings very interesting and hoped that Council had a chance to review the information. Mayor David Cleveland asked Council which committee they would be interested in chairing to help develop the Strategic Plan for the Village of Lake Park. The sub-committees can consist of three to five people.

1. Safety – David Cleveland, James Record and John Barnes
2. Communications – Sandy Coughlin
3. Curb Appeal – Fabian Szarko and Blair Cooper
4. Animal Control – David Cleveland and Sandy Coughlin
5. Perception – Pam Jack

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that the funds approved at the March Council meeting have been transferred to the North Carolina Capital Management Trust Fund. Sandy Coughlin made a motion to transfer \$1,000 from the Insurance line item to Street Signs. James Record seconded the motion. Vote – Unanimous. Sandy Coughlin made the motion to move \$2,300 from the General Legal Fees line item to the Planning and Zoning Legal Fees line item.

	<u>Mar 17</u>	<u>Jul '16 - Mar 17</u>	<u>YTD Budget</u>	<u>% of Budget</u>
General fund				
Income				
Property Taxes				
Ad valorem current year	4,093.40	540,718.03	543,767.00	99%
Utility ad valorem	0.00	6,300.36	6,740.00	93%
Motor vehicle tax	7,125.32	53,203.35	70,587.00	75%
Ad valorem prior years	188.60	3,223.29	2,500.00	129%
Prior years motor vehicle tax	0.00	0.00	50.00	0%
Penalties and interest	292.39	2,055.24	2,800.00	73%
Total Property Taxes	11,699.71	605,500.27	626,444.00	97%
Other Taxes				
Stormwater Fees- current year	330.00	42,960.00	42,830.00	100%
Stormwater fees - prior years	0.00	300.00	150.00	200%
Total Other Taxes	330.00	43,260.00	42,980.00	101%
State Shared Revenues				
Alcoholic Beverage Tax	0.00	0.00	1,677.00	0%
Sales and use tax	18,274.95	100,778.31	180,000.00	56%
Telecom. Sales Tax	647.59	1,088.27	2,000.00	54%
Elec. Sales Tax	20,465.52	47,755.80	105,000.00	45%
Video Prog. Sales Tax	5,168.80	10,349.74	20,000.00	52%

Piped Gas Sales Tax	2,061.48	2,537.25	7,900.00	32%
Solid Waste Disposal Tax	0.00	1,848.24	3,300.00	56%
Total State Shared Revenues	46,618.34	164,357.61	319,877.00	51%
Parks & Recreation Revenue				
Program Fees	368.00	1,771.75	1,400.00	127%
Facility Rentals	915.00	2,620.00	3,000.00	87%
Daily swim fees	0.00	10,392.80	12,000.00	87%
Season pass pool fees	995.00	2,450.00	49,000.00	5%
Total Parks & Recreation Revenue	2,278.00	17,234.55	65,400.00	26%
Other revenues				
Zoning Permits	150.00	1,500.00	500.00	300%
Approp. Fund Bal. Stormwater	0.00	0.00	32,370.00	0%
Approp. Fund Balance	0.00	0.00	77,383.00	0%
Civil Penalties	10.00	190.00	500.00	38%
Investment revenue	416.17	1,321.73	800.00	165%
Miscellaneous	0.00	3,001.74	1,000.00	300%
Total Other revenues	576.17	6,013.47	112,553.00	5%
Total Income	61,502.22	836,365.90	1,167,254.00	72%
Expense				
General Government				
Other Expenditures				
Economic Development	135.22	6,508.78	8,500.00	77%
Contingency	0.00	0.00	6,000.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	0.00	250.00	0%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.00	0%
Prof. Fees - Engineering	0.00	681.25	15,000.00	5%
Repairs & Maint. Services	0.00	5,261.69	60,000.00	9%
Total Stormwater Expense	0.00	5,942.94	75,350.00	8%
Total Other Expenditures	135.22	12,451.72	89,850.00	14%
Planning and Zoning				
Zoning Admin. Services	919.42	8,274.78	11,033.00	75%
Code Enforcement Services	0.00	0.00	1,300.00	0%
Consulting Fees	0.00	858.00	1,600.00	54%
Legal Services	0.00	4,300.00	7,000.00	61%
Advertising	0.00	59.70	220.00	27%
Postage	0.00	32.56	80.00	41%
Supplies	37.00	82.42	300.00	27%
Training	0.00	675.00	700.00	96%
Total Planning and Zoning	956.42	14,282.46	22,233.00	64%

Gen. Govt. Personal Services				
Adm Assistant	1,106.25	5,523.75	9,450.00	58%
Clerk/Tax Collector	5,351.16	48,160.44	64,214.00	75%
Council	2,929.50	8,579.25	12,555.00	68%
Finance Officer	1,386.58	12,479.22	16,639.00	75%
Mayor	1,287.50	3,862.50	5,150.00	75%
Payroll Expenses	992.99	6,709.82	9,159.00	73%
Total Gen. Govt. Personal Services	13,053.98	85,314.98	117,167.00	73%
Professional Fees				
Engineering Fees	0.00	0.00	400.00	0%
Auditing Services	0.00	4,620.00	4,600.00	100%
Legal Services	0.00	4,105.00	11,000.00	37%
Total Professional Fees	0.00	8,725.00	16,000.00	55%
Supplies and Materials				
Office	1,762.97	4,627.12	6,000.00	77%
Total Supplies and Materials	1,762.97	4,627.12	6,000.00	77%
Services				
Advertising	0.00	0.00	200.00	0%
Membership and dues	0.00	4,652.00	5,000.00	93%
Bank charges	46.42	791.24	860.00	92%
Elections	0.00	0.00	0.00	0%
Insurance/bonds	0.00	7,090.23	8,200.00	86%
Miscellaneous oper. exp.	65.00	693.98	700.00	99%
Website/flyers	0.00	850.00	1,500.00	57%
Printing & Delivery				
Newsletter	175.00	1,519.38	2,400.00	63%
Postage	19.95	345.95	500.00	69%
Property Tax	0.00	246.28	600.00	41%
Strategic Planning	221.36	681.84	1,000.00	68%
Tax collection	207.16	1,564.70	2,800.00	56%
Telephone	448.46	3,985.21	5,200.00	77%
Training	0.00	0.00	600.00	0%
Travel	83.71	1,348.62	1,500.00	90%
Total Services	1,267.06	23,769.43	31,060.00	77%
Capital Outlay				
Laptop	817.97	817.97	1,500.00	55%
Sidewalk repairs	0.00	20,290.00	20,290.00	100%
Carillon	0.00	5,645.00	6,000.00	94%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	817.97	26,752.97	37,790.00	71%
Total General Government	17,993.62	175,923.68	320,100.00	55%
Parks & Recreation				

Parks/Rec. Supplies & Materials				
Flags	0.00	3,076.50	3,500.00	88%
Janitorial /Cleaning Supplies	0.00	64.96	250.00	26%
Food/Provisions - events	0.00	1,233.83	2,500.00	49%
Pool Supplies	0.00	0.00	3,000.00	0%
Total Parks/Rec. Supplies & Materials	0.00	4,375.29	9,250.00	47%
Parks/Rec Services				
Pool Attendant Salaries	0.00	0.00	1,100.00	0%
Pool management fee	5,118.00	16,586.50	50,610.00	33%
Pool Operations	1,100.00	10,888.26	14,100.00	77%
Comm. center maintenance	199.00	4,203.14	9,800.00	43%
Seasonal Decorations	0.00	11,998.50	14,400.00	83%
Events Services	0.00	368.60	1,200.00	31%
Water/Sewer	206.55	4,294.67	8,000.00	54%
Natural Gas	70.98	430.12	800.00	54%
Total Parks/Rec Services	6,694.53	48,769.79	100,010.00	49%
Maintenance of Common Areas				
Landscaping	10,833.33	100,059.97	148,550.00	67%
Park maintenance	960.00	17,284.98	33,410.00	52%
Pond maintenance	1,381.50	12,433.50	19,600.00	63%
Electric Maintenance	0.00	3,193.00	8,500.00	38%
Repairs of Common Areas	0.00	590.00	2,000.00	30%
Total Maintenance of Common Areas	13,174.83	133,561.45	212,060.00	63%
Parks/Rec Capital Outlay				
Tennis court resurfacing	0.00	31,638.02	32,000.00	99%
Basketball court resurfacing	0.00	8,575.00	9,000.00	95%
Benches, Tables etc.	0.00	0.00	2,000.00	0%
Total Parks/Rec Capital Outlay	0.00	40,213.02	43,000.00	94%
Total Parks & Recreation	19,869.36	226,919.55	364,320.00	62%
Public Services/Safety				
Electric bills	7,742.80	76,452.81	109,600.00	70%
Street Signs	0.00	13,150.00	12,900.00	102%
Waste Collection	15,380.82	122,945.56	189,000.00	65%
Law enforcement	42,833.50	171,334.00	171,334.00	100%
Total Public Services/Safety	65,957.12	383,882.37	482,834.00	80%
Total Expense	103,820.10	786,725.60	1,167,254.00	67%
Net General fund Powell Bill	42,317.88	49,640.30	0.00	100%
Other Income				

Interest - Powell Funds	26.31	81.05	0.00	100%
Powell Bill Revenue	<u>0.00</u>	<u>96,345.45</u>	<u>96,800.00</u>	<u>100%</u>
Total Other Income	26.31	96,426.50	96,800.00	100%
Other Expense				
Street Exp. - Powell Bill	<u>0.00</u>	<u>72,841.00</u>	<u>96,800.00</u>	<u>75%</u>
Total Other Expense	<u>0.00</u>	<u>72,841.00</u>	<u>96,800.00</u>	<u>75%</u>
Net Other Income	<u>26.31</u>	<u>23,585.50</u>	<u>0.00</u>	<u>100%</u>
Net Excess of Rev. over Exp.	<u><u>42,291.57</u></u>	<u><u>73,225.80</u></u>	<u><u>0.00</u></u>	<u><u>100%</u></u>

PARKS AND RECREATION: Mayor David Cleveland shared that Lucas Landscaping is in the process of installing hardwood mulch in the Common Areas. This should be completed within the next week to 10 days.

The 13 Vintage Jade Distylium have been planted for screening along the Meeting Street sidewalk.

P&R approved adding an additional pond identification sign to the Alden Street end of Versailles Pond. This is a no fishing pond, and a number of fishermen approach the pond from Alden Street where there is no signage. Banner Signs will provide the new sign for \$415 which will be funded out of Pond Maintenance.

Union Power has cut down four large trees at the back of Normandy Pond due to concerns about them falling into the power lines. It is the responsibility of the Village to remove the tree trunks that have been cut down. P&R approved spending up to \$1000 for this project and P&R has subsequently received a quote from Kiker Tree Service for the same scope of work for \$550. Kiker will also remove a large dead tree at the back of Versailles Pond for \$700. This tree is more expensive to remove because of the difficult access.

Councilwoman Sandy Coughlin made a presentation to the Park & Recreation Commission regarding proposals for the Chris Mathisen Memorial at Mathisen Square. The Commission offered additional suggestions for the memorial which will be discussed in more detail at the April meeting. The estimated cost of a memorial has been included in the proposed 2017 – 2018 P&R budget - \$12,000.

Blair Cooper, President of the HOA, shared that after Sandy Coughlin's presentation to the HOA last Thursday, the HOA would like to partner with the Village for the Chris Mathisen Memorial located in Mathisen Square Park - \$5,000. Mayor David Cleveland thanked the HOA for their donation to the memorial.

Fabian Szarko shared that P&R approved the purchase of eight new 6' tables for the Community Center Meeting Room at a cost of approximately \$500 to be funded out of Community Center Maintenance. The old tables will be kept for use at outdoor events.

P&R approved pressure washing all of the playground equipment, the fishing pier, the Founders Park gazebo and the Community Center front porch. Byrum pressure cleaning will clean these areas for \$675 which will be funded out of the Park Maintenance budget.

The lining in the Clock Tower fountains is peeling and needs to be repaired. P&R is requesting Council approval for \$4000 to resurface the fountain beds with a fiberglass laminate (Permaglass). P&R has a quote from Swim Specialties for this project for \$3600. This project would be funded out of Park Maintenance. Fabian Szarko made the motion to approve the fountain resurfacing. Pam Jack seconded the motion. Vote – Unanimous.

P&R is requesting approval to paint the Mathisen Square gazebo, the Founders Park gazebo and the Lake Charles fishing pier cupola. South End Painting has provided us a quote for \$3049 to paint all three areas. This would be funded out of Park Maintenance. Fabian Szarko made the motion to approve the South End Painting quote. Pam Jack seconded the motion. Vote – Unanimous.

Spring Cleanup will be May 6th from 9:00 to 11:00 am starting at the Community Center.

Soccer Shots started Friday, March 31st at 4:30 in Founders Park.

A large number of residents have expressed interest in having Yoga classes in the Village. P&R approved hosting these classes in Mathisen Square Park. Details to follow.

The Memorial Day Ceremony will be held in Veterans Park on Monday, May 29th from 11:00 to Noon. The theme of the ceremony is based on the song, “That Ragged Old Flag” by Johnny Cash.

Blair Cooper requested that Meeting Street be closed between Creft and Creft during the Yard Sale on April 22nd from 7 am to noon. Fabian Szarko made the motion to close Meeting Street for the Yard Sale on April 22nd. James Record seconded the motion. Vote – Unanimous.

FAITH CHURCH ROAD: James Record shared that the Village has been contacted by NCDOT concerning the pavers across Faith Church Road. NCDOT is providing the opportunity for the Village to repair the crosswalk instead of having an asphalt patch on the pothole. In order for the Village to repair the crosswalk, and encroachment agreement with NCDOT needs to be entered into for all repairs and replacement of the encroaching crosswalk. A sample encroachment agreement was provided for Council to review before the May Council meeting. Currently the Village has received one bid to repair the crosswalk - \$10,100.

STORMWATER: Cheri Clark shared that Foster Lake & Pond Management has reported muskrats in eight of the Village’s Stormwater Retention Ponds. The muskrats are burrowing into the banks and causing them to slough away. The ponds impacted by the muskrats are the front entrance pond, Russell Park Pond, Versailles Pond, Bobbie Lane Pond, Sages Pond, Normandy Pond, Veterans Pond and Churchill Pond. In order to minimize further erosion along the banks of the eight ponds, the muskrats need to be removed. Staff has contacted four businesses that handle muskrat removal. We received prices from \$200 a week and no

insurance to \$5,000 and insurance. After reviewing the different quotes, insurance and permits, Song Dog Wildlife Management out of Mint Hill is the company Cheri Clark is recommending. Their quote is 3,257. The muskrat removal will last ten to fourteen days, includes the removal of caught animals and a final inspection report. The status of removal efforts will be communicated to the Village throughout the entire process. Sandy Coughlin made the motion to approve the muskrat removal from the Stormwater Retention Ponds. Fabian Szarko seconded the motion. Vote – Unanimous.

Kristofer Channel – Eagle Engineering has completed all of the field work on the channel. They are currently working on the engineering phase of the project. Once we have the engineering, quotes will be requested for the channel reshaping.

Hoover Channel – All of the check dams have been removed and all the debris was removed one last time. Maintenance of the channel is now the responsibility of the individual homeowners. The Village will continue to monitor the channel especially since the last retention pond in the Mill Grove Subdivision feeds into the Village channel.

Frost Court – Eagle Engineering has done a sight visit to the Frost Court Channel and recommended the following: 1. cleaning out the yard inlet on the property line between 6304 and 6302 Frost Court and 2. Remove the vegetation, roots and debris in the channel to create positive drainage. If the water levels in the street storm drains do not drop, then there is either a compromised pipe or the channel will need to be reshaped to create positive drainage.

Cheri Clark is attending a NC Stormwater workshop in Greensboro on Wednesday, April 19th. The topic for the workshop is Stormwater Control Measures.

ECONOMIC DEVELOPMENT: Sandy Coughlin made a motion to reappoint Kristen Bowman to the Economic Development Commission. Pam Jack seconded the motion. Vote – Unanimous.

The EDC tri-fold is at the printers. The first run will be 100 copies and the EDC plans to do a second printing to be distributed to residents and realtors.

PUBLIC SERVICES (Street, Waste Collection & Lighting): James Record shared that he has received a bid of \$950 to remove and replace the three sidewalk panels located at 4005 Balsam Street.

Currently the Village also has two bids to complete the sidewalk on Lake Park Road to Unionville Indian Trail Road. Precision Safe Sidewalk (PSS) has assessed the sidewalks for the Village looking for trip hazards. Trip hazards are broken down into three categories: Most Severe – 1” to 2 ½”, Severe – ½” to 1” and Least Severe – ¼” to ½”. The Village has spent \$76,741 over the last three years addressing trip hazards. In 2017, PSS conducted an assessment of Conifer Circle, Creft Circle, Meeting Street, Lake Park Road and the Parks looking for the Most Severe and Severe Trip Hazards. This assessment found that there are 82 Most Severe hazards (\$12,446) and 1,275 Severe hazards (\$97,744). The Village will be discussing budgeting for 2017 – 2018.

Mayor David Cleveland shared that Johnathan Baucom's Electric has provided a quote to replace the 10" can lights at the Mathisen Square Gazebo - \$2,210. Council has some questions for John Barnes concerning the quote but did not want to impact the painting and restoration at the gazebo. Sandy Coughlin made a motion to move \$2,000 from the P&R Benches & Tables line item to Electrical Maintenance. Pam Jack seconded the motion. Vote – Unanimous. Pam Jack then made the motion to approve up to \$2,500 to replace the lighting at the Mathisen Square Gazebo. James Record seconded the motion. Vote – Unanimous.

COMMUNICATION: The deadline for articles and information for the April newsletter is Friday, April 14th at 5 p.m. Topics to be included: Waste Collection, Girls On The Run, Spring Clean-up, Pool Memberships, Memorial Day Ceremony, HOA Donation, Kristen Bowman, EDC and P&R information.

COUNCIL COMMENTS: James Record shared that he is looking forward to a good Budget Workshop on April 25th.

Fabian Szarko shared that the Central Church of God Easter Egg Hunt was a huge success with over 500 in attendance.

Pam Jack wished everyone a Happy Easter and hopes that everyone has a chance to enjoy family and friends.

Sandy Coughlin recognized James Record for hitting the road running.

Mayor David Cleveland thanked Council and Staff for all of their hard work and reminded Council to have their budget numbers to Cheryl Bennett by April 20th at the latest.

ADJOURN: Fabian Szarko made the motion to adjourn. James Record seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

